## REQUEST FOR CITY ITEMS ONLY

## **FEES - NONREFUNDABLE**

Effective January 1, 2016, the City of Ludington has established a nonrefundable fee structure for the rental of City items. Please see the attached Event Request form, and fill in the quantity requested for each item.

The established fees are for Organizations meeting one of the following criteria:

- 1.) Non Profit. Please provide tax ID #
- 2.) The Event is free to the Public.
- 3.) A Charity will receive all Net Profits and must be named at the time of application.

For Profit Events, the established fees will be doubled.

Once your requests have been submitted and approved, you will receive an invoice showing required fees, which is payable upon receipt. Payment may be made with check or cash. Please make check payable to: City of Ludington.

## **SECURITY DEPOSIT - REFUNDABLE**

\$200.00 security deposit is required for each special event. Payment may be made with check or cash. Please make check payable to: City of Ludington. Please note this payment will be deposited.

The security deposit is returned if:

- 1.) All garbage containers have been emptied and turned upside down. It is up to the event coordinator to dispose of all garbage.
- 2.) All items are accounted for, have not been damaged and have been returned to the pick up location.

If any of these conditions have not been met, the security deposit may be forfieted, and it may also affect permission for future use of any City items.

## **BARRICADES ONLY**

If your event requires barricades only, you can rent them which requires a \$50.00 refundable security deposit. You will be responsible for pick up and return. Please fill out separate form.

If you have any questions, please contact Julie Ledger at 231-843-2873.

	EVENT REQUESTS					
	EVENT				Date of Event	
	EVENT LOCATION					
	PICK UP/DROP OFF LOCATION					
	CONTACT PERSON				PHONE	
	MAILING ADDRESS					
	EMAIL ADDRESS				CELL	
	**THIS EVENT IS NOT REQUESTING A RESERVATION OF A CITY FACILITY OR POLICE/FIRE ASSISTANCE.** PLEASE NOTE: BLOCK PARTIES CAN ONLY RENT BARRICADES					
	ITEM RENTAL REQUEST FOR EVENT		_		_	
			QUANTITY	4	TOTAL	
	Picnic Tables (eight people per table)			x \$5.00 =	\$	_
	Blue Garbage Container - 90 gallon (Includes three liners)			x \$4.00 =	\$	
	Case of 90 Gallon garbage bags (50)			x \$62.00 =	<u> </u>	_
	Blue Garbage Container - 65 gallon			<u>.</u>	·	_
l _	(Includes three liners)			x \$4.00 =	\$	_
	Case of 65 Gallon garbage bags (50)			x \$26.00	\$	_
	Barricades/Construction barrels			x \$3.00 =	\$	_
	Barricade Lights			x \$1.00 =	\$	_
	Fence - 50 ft. rolls/posts			x 5.00 =	\$	_
	Cones*			x 1.00 =	\$	_
	Cone Toppers*	No Parking		x 1.00 =	\$	_
		Handicap		x 1.00 =	\$	_
	*Suggest thes items be picked up and returned to DPW to avoid being taken					
	Traffic Signs			•	\$	_
	Can Collectors			x \$1.00 =		_
	Welcome Sign Check website @www.ludington.mi.us or			\$25.00 =	\$	_
	contact Heather Tykoski for more information @ 231-845-6237					
TOTAL \$						
PLEASE NOTE THAT ALL ITEMS WILL BE DROPPED OFF AT ONE LOCATION, AND IT IS UP TO THE PERMIT HOLDER TO RELOCATE.  ALL ITEMS MUST BE RETURNED TO THE SAME AREA FOR PICK UP AFTER THE EVENT. ITEMS NOT RETURNED TO THE PICK UP  LOCATION MAY RESULT IN FORFEITURE OF SECURITY DEPOSIT.						
TOTAL COST OF ITEMS REQUESTED: \$						
FOR PROFIT ORGANIZATIONS - FEES ARE DOUBLE: \$						_
Cash Ck#						
I, THE CONTACT Person representing the event, hereby sign that I am responsible for all items rented.						
	NAME (PRINTED)		SIGNATURE			DATE
	\$200.00 SECURITY DEPOSIT			Cash		
	Date Paid Check #					_
\$200.00 Security Deposit will be returned if:  1. All items are accounted for, have not been damaged and returned to to the pick-up location.						

2. Garbage containers are emptied and turned upside down and placed at the pick-up location along with all items rented.

NAME (PRINTED) SIGNATURE DATE

Revised 6/29/2016